

August 23, 2005

InsertNameofFirm  
InsertFirmAddress  
InsertCity,STZipCode

To Whom It May Concern:

RE: DPW Project No. 00000  
Project Title  
Agency  
City/Town, Idaho

### LETTER CONTRACT and NOTICE TO PROCEED

This letter is acceptance of your informal bid and is your Notice to Proceed with the above-referenced project at the bid amount of \$.00. The work is to commence on insertDate and is to be completed by insertDate.

All work is to be done in accordance with the plans and specifications on which the informal bid was based. Acceptance will be confirmed by insertFieldRepresentativeName.

Coordinate your work and schedule with insertName, DPW Field Representative, (208) insertPhoneNumber. Upon completion and acceptance of the work, submit your billing to Division of Public Works, P.O. Box 83720, Boise, Idaho 83720-0072.

Please acknowledge this contract by signing both copies and returning one copy with the Certificate of Insurance as required by request for informal bids, and Performance and Payment Bonds, each 100% of the contract amount, to Division of Public Works, P.O. Box 83720, Boise, Idaho 83720-0072. No work is to be done until these documents have been submitted and received.

\_\_\_\_\_  
DIVISION OF PUBLIC WORKS  
Tim Mason, Administrator

TM:xxx

c: AgencyRep  
FieldRepresentative, DPW  
ProjectManager, DPW  
Division of Building Safety  
Tax Commission  
Fiscal

\_\_\_\_\_  
Firm Name

\_\_\_\_\_  
Authorized Signature

Date: \_\_\_\_\_

Fed. Tax ID # \_\_\_\_\_